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PURPOSE

The following provisions govern remote work for the Department of Licensing and Regulatory Affairs (LARA).


DEFINITION OF REMOTE WORK

Remote work exists when an employee spends their scheduled workday at their residence on a regularly scheduled basis while performing their assigned job functions.

DESIGNATION OF REMOTE WORK

Designated work locations will in all cases be in the best interest of the state and operational needs of LARA and its respective Agencies and Bureaus. An employee may request to work remotely through a Remote Work Agreement (“RWA”). An employee must receive approval from their direct supervisor and the LARA Office of Human Resources (LARA HR). Throughout this policy where direct supervisor and LARA HR approval are required, direct supervisors should still work with Agency/Bureau Directors and Division Directors to ensure their knowledge and approval even though their signatures are not required.

- The Agency/Bureau maintains the discretion to change or rescind a remote work arrangement. If feasible, two weeks’ notice should be given.
- An employee may also request to rescind an approved request to work remotely in writing to the Agency/Bureau. If feasible, an employee should also provide two weeks’ notice. The Agency/Bureau maintains the discretion to deny a request to rescind an approved remote work opportunity.
- The remote work location is expected to be the employee’s home address on file with LARA HR unless otherwise approved by the direct supervisor. Remote work outside of the state of Michigan is prohibited unless requested through LARA HR and approved by the Office of the State Employer. These requests must also be approved by an employee’s direct supervisor.
- If the employee’s address changes, it is the responsibility of the employee to notify LARA HR and their direct supervisor as soon as possible.

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- During the initial training/on-boarding period, the ability for remote work will be left to the discretion of the employee's direct supervisor and the LARA HR.
- No permanent state or leased office space for the employee is maintained or provided unless the employee maintains a full-time in-person schedule. For those employees on a hybrid or full-time remote schedule, they may have access to a general or common area at a central or regional location, such as a hoteling station.
- Employees approved for remote work that are reassigned or transferred to another supervisor within LARA must resubmit their request for authorization of participation in remote work to their new direct supervisor and LARA HR within 14 days of the transfer or reassignment.
- RWAs must be renewed on an annual basis.


EMPLOYEE AND SUPERVISOR RESPONSIBILITIES

Along with the RWA, direct supervisors must provide the employee with a remote-work plan that includes:

- performance expectations,
- communication procedures,
- privacy and security requirements,
- documentation of what state property has been designated for remote work, and
- certification that the employee and supervisor have discussed the plan and expectations have been documented in the annual rating process.

Remote work employees are to perform official work duties and remain available for phone calls, messages, and meetings as if they were in the office. Personal business should not be conducted while on work status at the remote work location. Personal business includes caring for dependents and performing other personal or home duties.

No in-person work-related meetings will be conducted in the remote worker's home. Remote workers must have cameras on for all virtual meetings.

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Department policies and work rules applicable to state offices also apply to remote-work locations and failure to comply may result in discipline or ending a remote-work arrangement ([such as the LARA dress code policy](#)).

Work Schedules


The supervisor and employee will determine which days and hours during the pay period that the employee can work remotely based on the remote work schedules permitted by each Agency/Bureau. The direct supervisor and LARA HR must review the schedule and approve, modify, or deny the request.

- Absent other arrangements, the employee is expected to attend all assigned meetings remotely or in-person. Managers reserve the right to require attendance in person at any time due to meetings, trainings, or other operational needs.
- An employee scheduled to work remotely on a day when the state work location is declared closed or inaccessible is expected to work remotely. An employee with an RWA who is scheduled to work from the state work location on a day when it is declared closed or inaccessible is expected to work remotely.
- Remote workers must comply with Department requirements and applicable collective bargaining agreements on illness and absence reporting and the use of leave credits.

Health and Safety

Remote work locations are considered extensions of state workspace during scheduled remote-work hours. In the RWA, employees must certify that remote workspaces comply with, at a minimum, the following Remote Work Health and Safety Standards:

- All reporting requirements for injury or illness extend to the remote work location.
- Home locations must accommodate any state equipment used in performing work. Due diligence and care will be exercised in the use and maintenance of equipment.

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- Heating, cooling, ventilation, and lighting are adequate for satisfactory work performance.
- Electrical equipment is free of recognizable hazards and grounded.
- Walkways, doorways, and corners are free of obstructions that interfere with visibility or movement.
- File cabinets and other storage devices are arranged so drawers and doors do not open into walkways.
- Work chairs are structurally sound and floors are free of conditions that could cause trips or falls.
- Electrical cords, telephone lines, and equipment cables are secured and do not interfere with foot traffic.

The state may inspect home locations during remote work hours, with reasonable advance notice, to ensure ongoing compliance with RWAs. Non-compliance with Remote Work Health and Safety Standards is grounds to end authorization for remote work.


Equipment Requirements and Standards

The Department will provide employees working remotely with the basic equipment needed for their job responsibilities (i.e., computer/laptop, monitor(s), mouse, keyboard, cell phone/soft phone). Additional equipment may be requested and may be approved by Finance and Administrative Services with Chief Administrative Officer approval pending justification of the business need. The Department will not provide furniture for remote work use (i.e., desks, chairs, footrests, monitor stands, etc.). The employee is responsible for safely transporting equipment to and from the official and remote work locations.

- The installation, maintenance and repair of computers and computer-related hardware and software located at an employee's home is the joint responsibility of the employee and their Agency/Bureau.

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- Equipment, hardware, software, and other devices furnished by the employer remain state property and subject to Department work rules limiting personal use. State-owned software must not be installed on employee-owned hardware. Employee-owned software must not be installed on state hardware.
- All requests for service or repairs should be directed to the Agency/Bureau DTMB liaison. The DTMB liaison will contact the DTMB Help Desk or otherwise coordinate activities with DTMB where necessary. DTMB is available to assist Agencies/Bureaus in identifying vendors through the appropriate state contracts to obtain maintenance and repair services. All computers and computer-related hardware and software must meet LARA policies and standards and policies established by DTMB.
- Employees cannot use employee-owned PCs to access sensitive data or place sensitive data on employee-owned storage media. Accessing sensitive data must be performed using state equipment. Pursuant to Executive Directive 2019-05, private email must not be used to conduct state business.
- Employees and contractors shall adhere to [DTMB's Acceptable Use of Information Technology Standard Policy \(1340.00.130.02\)](#) including devices, networks, data, software, email, and system accounts.
- Remote workers will return state hardware, software, supplies, documents, and other information or property to the state work location before ending the RWA or employment.
- Remote workers must promptly notify their direct supervisor of an equipment malfunction or failure of either state- or employee-owned equipment (such as a power outage). If a malfunction prevents the worker from performing assigned tasks, the worker must notify their direct supervisor immediately. The worker will be directed to perform other assignments, assist with the repair or exchange of equipment, or return to the state work location.
- Remote workers must ensure that updates are timely made to hardware and software, consistent with DTMB policies.
- Employees must establish and provide at their own expense remote work environments that have consistent Internet access that allows for participation in

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live virtual meetings, suitable lighting and furniture, and other utilities. Employees with Remote Work Agreements should not rely on a smartphone hotspot for their primary Internet access.

Financial/Travel

Bureaus and Agencies are responsible for managing the costs associated with remote work in their budget. Supplies and eligible employee reimbursement must be identified in the Remote Work Agreement. They cannot conflict with Standardized Travel Regulations, state vehicle use policies and procedures, procurement policies and procedures, or any applicable collective bargaining agreement. Employees with a Remote Work Agreement are not eligible for reimbursement for:

- Travel between a remote work location and the work location where the employee would normally work absent a Remote Work Agreement; or,
- Meals and lodging purchased within the Bureau/Agency-defined remote-work location or work location where the employee would normally work absent a Remote Work Agreement.


Federal, state, and local tax obligations resulting from remote work are the employee's responsibility.

ENFORCEMENT

Failure of an employee assigned to work remotely or a supervisor of remote work employees to adhere to the requirements referenced above may lead to discipline or cancellation of the RWA anytime upon written notice to the employee. Employees who are experiencing work performance difficulties or attendance problems, or who receive a formal counseling, disciplinary action, performance improvement plan, or any corrective action may have their RWA rescinded.

Modification

Amendment, modification, or extension of an RWA can be made anytime with written agreement between the direct supervisor, LARA HR, and the employee.

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Grievance Procedure

Denial of a request to work remotely and cancellation of an RWA are not considered discipline nor grounds for a grievance.